

BILL NO. S-83-03-33 (AS AMENDED)

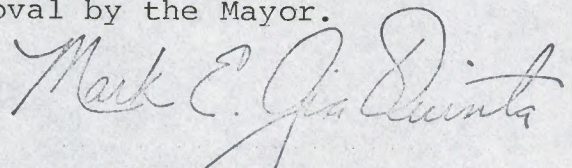
SPECIAL ORDINANCE NO. S-89-83

AN ORDINANCE approving City
Utilities Purchase Orders and
Civil City Purchase Orders with
Computerland, Inc., for various
departments within the City of
Fort Wayne

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY
OF FORT WAYNE, INDIANA:

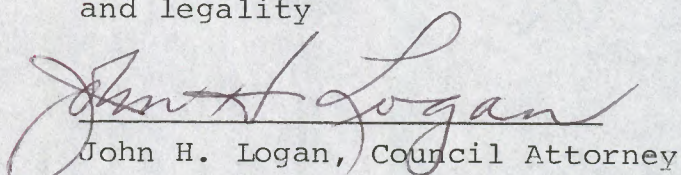
SECTION 1. That City Utilities Purchase Orders
and Civil City Purchase Orders between the City of Fort
Wayne, by and through City Utilities and the Civil City
Purchasing Agent, and the Department of Purchasing and
Computerland, Inc., awarding of the bid with respect to
the purchase of computer equipment for various departments
in the City of Fort Wayne, Indiana, all as set forth on
Exhibit "A" attached hereto and made a part hereof involving
a total cost of Thirty-Six Thousand Forty-Nine and
22/100 Dollars (\$36,049.22), all as more particularly set
forth in said Purchase Orders, which are on file in the
Office of the Department of Purchasing, and are by
reference incorporated herein, made a part hereof, and
are hereby in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be in
full force and effect from and after its passage, and
any and all necessary approval by the Mayor.



Councilman

Approved as to form
and legality



John H. Logan, Council Attorney

CONFIGURATION OF IBM PC'S - BY DEPARTMENT

Customer Service		
(1) 128 Kb IBM PC	3,430.95	
(1) Diablo 630 Printer	2,316.50	\$ 5,747.45
Mayors Office		
(1) 256 Kb IBM PC	3,702.11	
(1) Diablo 630 Printer	2,316.50	\$ 6,018.61
Citizens Advocate		
(1) 128Kb IBM PC	3,430.95	
(1) Diablo 630 Printer	2,316.50	\$ 5,747.45
Parks & Recreation		
(1) 128 Kb IBM PC	3,430.95	
(1) Diablo 630 Printer	2,316.50	\$ 5,747.45
Community Devel. & Planning		
(1) 512 Kb IBM PC	4,434.52	
(1) 128 Kb IBM PC	3,430.95	
(1) Diablo 630 Printer	2,316.50	
(1) MX-100 Printer	733.34	
(1) Digi-Pad 5	601.95	
(1) HP 7470A Plotter	1,271.00	<u>\$12,788.26</u>
 TOTAL COST:		 <u>\$36,049.22</u>

"EXHIBIT "A" TO SPECIAL ORDINANCE NO. S-89-83

Read the first time in full and on motion by GiaQuinta, seconded by Talarico, and duly adopted, read the second time by title and referred to the Committee Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on _____, 19____, at _____ o'clock _____.M., E.S.T.

DATE: 3-22-83

Charles W. Westerman
CHARLES W. WESTERMAN - CITY CLERK

Read the third time in full and on motion by GiaQuinta, seconded by Stier, and duly adopted, placed on its passage. PASSED (~~LOST~~) by the following vote:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>	<u>TO-WIT:</u>
<u>TOTAL VOTES</u>	<u>9</u>	<u>0</u>	_____	_____	_____
<u>BRADBURY</u>	<u>✓</u>	_____	_____	_____	_____
<u>BURNS</u>	<u>✓</u>	_____	_____	_____	_____
<u>EISBART</u>	<u>✓</u>	_____	_____	_____	_____
<u>GiaQUINTA</u>	<u>✓</u>	_____	_____	_____	_____
<u>SCHMIDT</u>	<u>✓</u>	_____	_____	_____	_____
<u>SCHOMBURG</u>	<u>✓</u>	_____	_____	_____	_____
<u>SCRUGGS</u>	<u>✓</u>	_____	_____	_____	_____
<u>STIER</u>	<u>✓</u>	_____	_____	_____	_____
<u>TALARICO</u>	<u>✓</u>	_____	_____	_____	_____

DATE: 5-24-83

Sandra E. Kennedy
CHARLES W. WESTERMAN - CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ZONING MAP) (GENERAL) (ANNEXATION) (SPECIAL) (APPROPRIATION) ORDINANCE (RESOLUTION) NO. 1-89-83 on the 24th day of May, 1983.

ATTEST:
Sandra E. Kennedy
CHARLES W. WESTERMAN - CITY CLERK

(SEAL)
Ray - A. E. Clark
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 25th day of May, 1983, at the hour of 11:30 o'clock A.M., E.S.T.

Sandra E. Kennedy
CHARLES W. WESTERMAN - CITY CLERK

Approved and signed by me this 26th day of May, 1983, at the hour of 9 o'clock A.M., E.S.T.

Win Moses, Jr.
WIN MOSES, JR. - MAYOR

 Configuration of IBM PC's - by Department

Dept/Description/Quan:	Unit Cst	Extension	Dept Totals
-----	-----	-----	-----
Personnel Department			
(1) 128Kb IBM PC	3430.95	3430.95	
(1) Diablo 630 Printer	2316.50	2316.50	5747.45
CU Operations			
(1) 128Kb IBM PC	3430.95	3430.95	
(1) Diablo 630 Printer	2316.50	2316.50	5747.45
Customer Service			
(1) 128Kb IBM PC	3430.95	3430.95	
(1) Diablo 630 Printer	2316.50	2316.50	5747.45
Mayors Office			
(1) 256Kb IBM PC	3702.11	3702.11	
(1) Diablo 630 Printer	2316.50	2316.50	6018.61
Data Processing			
(1) 128Kb IBM PC	3430.95	3430.95	
(1) MX-100 Printer	733.34	733.34	4164.29
Citizens Advocate			
(1) 128Kb IBM PC	3430.95	3430.95	
(1) Diablo 630 Printer	2316.50	2316.50	5747.45
Parks & Recreation			
(3) 128Kb IBM PC	3430.95	10292.85	
(2) Diablo 630 Printer	2316.50	4633.00	
(1) MX-100 Printer	733.34	733.34	15659.19
Community Devel. & Planning			
(1) 512Kb IBM PC	4434.52	4434.52	
(1) 128Kb IBM PC	3430.95	3430.95	
(1) Diablo 630 Printer	2316.50	2316.50	
(1) MX-100 Printer	733.34	733.34	
(1) Digi-Pad 5	601.95	601.95	
(1) HP 7470A Plotter	1271.00	1271.00	12788.26
Redevelopment Commission			
(1) 128Kb IBM PC	3430.95	3430.95	
(1) Diablo 630 Printer	2316.50	2316.50	5747.45
TOTAL:		67367.60	67367.60

City of Fort Wayne
DEPARTMENT OF PURCHASES
NUMBER ONE EAST MAIN STREET, ROOM 940
FORT WAYNE, IN 46802

PURCHASE ORDER NUMBER

A- 24885

DATE 3/16/83

REQ. NO.

THE ABOVE INFORMATION MUST APPEAR ON ALL INVOICES,
BILLS OF LADING, DELIVERY TICKETS, PACKAGES AND
CORRESPONDENCE.

INVOICE IN DUPLICATE

XX

CIVIL CITY

CITY UTILITIES

APPROPRIATION
AND FUND NUMBER

MAIL ALL CORRESPONDENCE, CLAIM VOUCHERS, ETC., TO:

REDEVELOPMENT COMMISSION

ROOM 830

ONE MAIN STREET

FORT WAYNE, IN 46802

9998-70

COMPUTERLAND, INC.

5450 COLDWATER ROAD

FORT WAYNE, IN 46815

9961-01

DELIVER TO: DEPART-
MENT OR DIVISION

CASH DISCOUNT TERMS % IF PAID WITHIN DAYS FROM DELIVERY AND
ACCEPTANCE OF GOODS OR PERFORMANCE OF SERVICES. (DEDUCTION FOR DISCOUNT SHOWN BELOW)

QUANTITY ORDERED	UNIT	MATERIALS, SUPPLIES OR SERVICES	UNIT PRICE	AMOUNT
TAX EXEMPT (UNLESS OTHERWISE INDICATED)				
1	EA.	128Kb IBM PC	\$3,430.95	\$3,430.95
1	EA.	DIABLO 630 PRINTER	2,316.50	2,316.50
PRICES PER BID REFERENCE NUMBER 664				
SUBJECT TO COUNCILMANIC APPROVAL				
ORDINANCE NUMBER: _____				
DATE: _____				
TOTAL				\$5,747.45
FOR INFORMATION CONTACT PURCHASING: 423-7677				

COMPLIANCE WITH THE
DELIVERY DATE RE-
QUESTED WILL AVOID
"FOLLOW UP" CORRE-
SPONDENCE.

UNLESS OTHERWISE INDI-
CATED THE PRICES SHOWN
INCLUDE ALL CHARGES
FOR DELIVERY, PACKING,
ETC., NECESSARY TO COM-
PLETE DELIVERY TO DES-
TINATION SPECIFIED.

NOTE

READ
INSTRUCTIONS ON
THE BACK OF THIS
ORDER

THE CONTRACTOR OR VENDOR,
BY ACCEPTING THIS ORDER,
AGREES TO THE GENERAL CON-
DITIONS AND TERMS OF AGREE-
MENT ON THE BACK OF THIS OR-
DER.

UNLESS OTHERWISE INDICATED,
THE PRICES SHOWN DO NOT IN-
CLUDE TAXES OF ANY KIND.

EXEMPTION BLANKS WILL BE
FURNISHED WHEN NECESSARY.

INDIANA SALES TAX EXEMPTION
CERTIFICATE NUMBER
034508-03

IF THIS ORDER DOES NOT
AGREE WITH YOUR QUO-
TATION KINDLY RETURN
IT WITH AN EXPLANA-
TION.

I HEREBY CERTIFY THAT THE COST OF THE ABOVE PURCHASE IS FULLY COVERED BY
UNENCUMBERED BALANCES IN THE ABOVE FUNDS AND THAT THE EXPENDITURE THERE-
FORE HAS BEEN DULY AUTHORIZED AND APPROPRIATED.

I HEREBY CERTIFY UPON MY OWN PERSONAL KNOWLEDGE THAT THIS ORDER IS AUTHO-
RIZED BY A PROPERLY EXECUTED AND APPROVED REQUISITION ON FILE IN THIS OFFICE.

CITY CONTROLLER

DIRECTOR OF PURCHASES

PER _____

PER _____

City of Fort Wayne

DEPARTMENT OF PURCHASES
NUMBER ONE EAST MAIN STREET, ROOM 940
FORT WAYNE, IN 46802

MAIL ALL CORRESPONDENCE, CLAIM VOUCHERS, ETC., TO:

COMMUNITY DEVELOPMENT & PLANNING
ROOM 800
ONE MAIN STREET
FORT WAYNE, IN 46802

9996-80

COMPUTERLAND, INC.
5450 COLDWATER ROAD
FORT WAYNE, IN 46815

9961-01

DELIVER TO: DEPART-
MENT OR DIVISION

PURCHASE ORDER NUMBER

A- 24884

DATE 3/16/83

REQ. NO.

THE ABOVE INFORMATION MUST APPEAR ON ALL INVOICES,
BILLS OF LADING, DELIVERY TICKETS, PACKAGES AND
CORRESPONDENCE

INVOICE IN DUPLICATE

XX

CIVIL CITY

CITY UTILITIES

APPROPRIATION
AND FUND NUMBER

CASH DISCOUNT TERMS % IF PAID WITHIN DAYS FROM DELIVERY AND
ACCEPTANCE OF GOODS OR PERFORMANCE OF SERVICES. (DEDUCTION FOR DISCOUNT SHOWN BELOW)

QUANTITY ORDERED	UNIT	MATERIALS, SUPPLIES OR SERVICES	UNIT PRICE	AMOUNT
		TAX EXEMPT (UNLESS OTHERWISE INDICATED)		
1	EA.	512Kb IBM PC	\$ 4,434.52	\$ 4,434.52
1	EA.	128Kb IBM PC	3,430.95	3,430.95
1	EA.	DIABLO 630 PRINTER	2,316.50	2,316.50
1	EA.	MX-100 PRINTER	733.34	733.34
1	EA.	DIGI-PAD 5	601.95	601.95
1	EA.	HP 7470A PLOTTER	1,271.00	1,271.00
		PRICES PER BID REFERENCE NUMBER 664		
		SUBJECT TO COUNCILMANIC APPROVAL		
		ORDINANCE NUMBER: _____		
		DATE: _____		
		TOTAL		\$12,788.26
		FOR INFORMATION CONTACT PURCHASING: 423-7677		

COMPLIANCE WITH THE
DELIVERY DATE RE-
QUESTED WILL AVOID
"FOLLOW UP" CORRE-
SPONDENCE.

UNLESS OTHERWISE INDI-
CATED THE PRICES SHOWN
INCLUDE ALL CHARGES
FOR DELIVERY, PACKING,
ETC., NECESSARY TO COM-
PLETE DELIVERY TO DES-
TINATION SPECIFIED.

NOTE

READ
INSTRUCTIONS ON
THE BACK OF THIS
ORDER

THE CONTRACTOR OR VENDOR,
BY ACCEPTING THIS ORDER,
AGREES TO THE GENERAL CON-
DITIONS AND TERMS OF AGREE-
MENT ON THE BACK OF THIS OR-
DER.

UNLESS OTHERWISE INDICATED,
THE PRICES SHOWN DO NOT IN-
CLUDE TAXES OF ANY KIND.

EXEMPTION BLANKS WILL BE
FURNISHED WHEN NECESSARY.

INDIANA SALES TAX EXEMPTION
CERTIFICATE NUMBER
034508-03

IF THIS ORDER DOES NO
AGREE WITH YOUR OUC
TATION KINDLY RETURI
IT WITH AN EXPLANA
TION.

I HEREBY CERTIFY THAT THE COST OF THE ABOVE PURCHASE IS FULLY COVERED BY
UNENCUMBERED BALANCES IN THE ABOVE FUNDS AND THAT THE EXPENDITURE THERE-
FORE HAS BEEN DULY AUTHORIZED AND APPROPRIATED.

I HEREBY CERTIFY UPON MY OWN PERSONAL KNOWLEDGE THAT THIS ORDER IS AUTHOF
IZED BY A PROPERLY EXECUTED AND APPROVED REQUISITION ON FILE IN THIS OFFICE

CITY CONTROLLER

DIRECTOR OF PURCHASES

PER _____

PER _____

FORM FWPO-1
APPROVED BY THE
STATE BOARD OF
ACCOUNTS FOR
CITY UTILITIES AND
CIVIL CITY OF
FORT WAYNE 1980

City of Fort Wayne

DEPARTMENT OF PURCHASES
NUMBER ONE EAST MAIN STREET, ROOM 940
FORT WAYNE, IN 46802

MAIL ALL CORRESPONDENCE, CLAIM VOUCHERS, ETC., TO:

PARKS & RECREATION
705 E. STATE
FORT WAYNE, IN 46805

9998-50

COMPUTERLAND, INC.
5450 COLDWATER ROAD
FORT WAYNE, IN 46815

9961-01

DELIVER TO: DEPART-
MENT OR DIVISION

PURCHASE ORDER NUMBER

A- 24883

DATE 3/16/83

REQ. NO.

THE ABOVE INFORMATION MUST APPEAR ON ALL INVOICES,
BILLS OF LADING, DELIVERY TICKETS, PACKAGES AND
CORRESPONDENCE.

INVOICE IN DUPLICATE

XX

CIVIL CITY

CITY UTILITIES

APPROPRIATION
AND FUND NUMBER

CASH DISCOUNT TERMS % IF PAID WITHIN DAYS FROM DELIVERY AND
ACCEPTANCE OF GOODS OR PERFORMANCE OF SERVICES. (DEDUCTION FOR DISCOUNT SHOWN BELOW)

QUANTITY ORDERED	UNIT	MATERIALS, SUPPLIES OR SERVICES	UNIT PRICE	AMOUNT
TAX EXEMPT (UNLESS OTHERWISE INDICATED)				
3	EA.	128Kb IBM PC	\$ 3,430.95	\$10,292.85
2	EA.	DIABLO 630 PRINTER	2,316.50	4,633.00
1	EA.	MX-100 PRINTER	733.34	733.34
PRICES PER BID REFERENCE NUMBER 664				
SUBJECT TO COUNCILMANIC APPROVAL				
ORDINANCE NUMBER: _____				
DATE: _____				
TOTAL				\$15,659.19
FOR INFORMATION CONTACT PURCHASING: 423-7677				

COMPLIANCE WITH THE
DELIVERY DATE RE-
QUESTED WILL AVOID
"FOLLOW UP" CORRE-
SPONDENCE.

UNLESS OTHERWISE INDI-
CATED THE PRICES SHOWN
INCLUDE ALL CHARGES
FOR DELIVERY, PACKING,
ETC., NECESSARY TO COM-
PLETE DELIVERY TO DES-
TINATION SPECIFIED.

NOTE

READ
INSTRUCTIONS ON
THE BACK OF THIS
ORDER

THE CONTRACTOR OR VENDOR,
BY ACCEPTING THIS ORDER,
AGREES TO THE GENERAL CON-
DITIONS AND TERMS OF AGREE-
MENT ON THE BACK OF THIS OR-
DER.

UNLESS OTHERWISE INDICATED,
THE PRICES SHOWN DO NOT IN-
CLUDE TAXES OF ANY KIND.

EXEMPTION BLANKS WILL BE
FURNISHED WHEN NECESSARY.

INDIANA SALES TAX EXEMPTION
CERTIFICATE NUMBER
034508-03

IF THIS ORDER DOES NOT
AGREE WITH YOUR QUO-
TATION KINDLY RETURN
IT WITH AN EXPLANA-
TION.

I HEREBY CERTIFY THAT THE COST OF THE ABOVE PURCHASE IS FULLY COVERED BY
UNENCUMBERED BALANCES IN THE ABOVE FUNDS AND THAT THE EXPENDITURE THERE-
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RIZED BY A PROPERLY EXECUTED AND APPROVED REQUISITION ON FILE IN THIS OFFICE.

CITY CONTROLLER

DIRECTOR OF PURCHASES

PER _____

PER _____

FORM FWPO-1
APPROVED BY THE
STATE BOARD OF
ACCOUNTS FOR
CITY UTILITIES AND
CIVIL CITY OF
FORT WAYNE 1980

City of Fort Wayne
DEPARTMENT OF PURCHASES
NUMBER ONE EAST MAIN STREET, ROOM 940
FORT WAYNE, IN 46802

PURCHASE ORDER NUMBER

A- 31724

DATE 3/16/83

REQ. NO.

THE ABOVE INFORMATION MUST APPEAR ON ALL INVOICES,
BILLS OF LADING, DELIVERY TICKETS, PACKAGES AND
CORRESPONDENCE.

INVOICE IN DUPLICATE

CIVIL CITY

XX CITY UTILITIES

APPROPRIATION
AND FUND NUMBER

MAIL ALL CORRESPONDENCE, CLAIM VOUCHERS, ETC., TO:

DATA PROCESSING
ROOM 420
ONE MAIN STREET
FORT WAYNE, IN 46802

9993-90

COMPUTERLAND, INC.
5450 COLDWATER ROAD
FORT WAYNE, IN 46815

9961-01

DELIVER TO: DEPART-
MENT OR DIVISION

CASH DISCOUNT TERMS % IF PAID WITHIN DAYS FROM DELIVERY AND
ACCEPTANCE OF GOODS OR PERFORMANCE OF SERVICES. (DEDUCTION FOR DISCOUNT SHOWN BELOW)

QUANTITY ORDERED	UNIT	MATERIALS, SUPPLIES OR SERVICES	UNIT PRICE	AMOUNT
		TAX EXEMPT (UNLESS OTHERWISE INDICATED)		
1	EA.	MX-100 PRINTER	\$ 733.34	\$ 733.34
5	EA.	DIABLO 630 PRINTER	2,316.50	11,582.50
5	EA.	128Kb IBM PC	3,430.95	17,154.75
1	EA.	256Kb IBM PC	3,702.11	3,702.11
		PRICES PER BID REFERENCE NUMBER 664		
		SUBJECT TO COUNCILMANIC APPROVAL		
		ORDINANCE NUMBER: _____		
		DATE: _____		
		TOTAL		\$33,172.70
		FOR INFORMATION CONTACT PURCHASING: 423-7677		

COMPLIANCE WITH THE
DELIVERY DATE RE-
QUESTED WILL AVOID
"FOLLOW UP" CORRE-
SPONDENCE.

UNLESS OTHERWISE INDI-
CATED THE PRICES SHOWN
INCLUDE ALL CHARGES
FOR DELIVERY, PACKING,
ETC., NECESSARY TO COM-
PLETE DELIVERY TO DES-
TINATION SPECIFIED.

NOTE

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MENT ON THE BACK OF THIS OR-
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CLUDE TAXES OF ANY KIND.

EXEMPTION BLANKS WILL BE
FURNISHED WHEN NECESSARY.

INDIANA SALES TAX EXEMPTION
CERTIFICATE NUMBER
034508-03

IF THIS ORDER DOES NOT
AGREE WITH YOUR QUO-
TATION KINDLY RETURN
IT WITH AN EXPLANA-
TION.

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FORE HAS BEEN DULY AUTHORIZED AND APPROPRIATED.

I HEREBY CERTIFY UPON MY OWN PERSONAL KNOWLEDGE THAT THIS ORDER IS AUTHOR-
IZED BY A PROPERLY EXECUTED AND APPROVED REQUISITION ON FILE IN THIS OFFICE.

CITY CONTROLLER

DIRECTOR OF PURCHASES

PER _____

PER _____

MICROCOMPUTER STUDY
CITY OF FORT WAYNE, INDIANA

March 1, 1983

Prepared by:
Ronald Slone
Lincoln National Corporation

cc: MIS Committee

INTRODUCTION:

A national magazine recently selected the computer as the recipient of its "Man of the Year" award. Though the reading public reacted with mixed emotions to the selection, this serves to illustrate once again that the computer age is real and is here today.

One microcomputer vendor projects sales in excess of one million units during 1983 and sales of other vendors will be approaching that figure. The computer is rapidly becoming one of the tools in the "Work Smarter, Not Harder" philosophy that is pervasive in American business today. The costs of not using computer equipment continue to increase while the cost of computer equipment itself is on the decline.

A key issue regarding microcomputers is functionality. Software programs allow a myriad of office functions to be performed at a single keyboard. The more common uses of office microcomputers are:

- Electronic spreadsheets for financial forecasting, budgets, cost tracking etc. More expensive financial modeling packages allow complex modeling and simulations.

- Word processing with list management capabilities, spelling checker, boilerplating capability.

- Graphics systems that can display and print various graphics charts.

- Data storage and management systems that allow data collection, retrieval and reporting, ie. tickler systems, project management, and files of any related data.

- Communications packages that allow connections to public-access data bases, to corporate mainframe computers or to other microcomputers.

SCOPE of STUDY:

This study was conducted within several departments of the City of Fort Wayne with the intent of determining needs and justification for installing microcomputer systems within those departments. The study comprises approximately 15 hours of interviews and observations within the departments. The areas to be studied were determined by the city MIS committee.

Recommendations for hardware and software, maintenance, and training procedures are not within the scope of this report.

RECOMMENDATION:

Based on this partial study, I recommend that microcomputer systems be installed in the following areas/departments:

- Mayoral office in word processing area
- Mayoral office for access by mayoral staff
- Data processing department in area of director's office
- Parks and recreation office at State street
- Parks and recreation office at Lawton Park (primarily a record-keeping task that should not require fulltime system).
- Senior Citizens Center office
- Citizens Advocate office
- Community Development & Planning word processing area
- Community Development & Planning office area
- Community Redevelopment office
- City Utilities Operations Office
- City Utilities Customer Relations Office
- Street Department Office
- City Personnel Office

DISCUSSION:

Overall the study revealed that the City of Fort Wayne has been dilatory in taking advantage of newer technologies to increase office productivity. In many cases, records are bits and pieces of paper, files are handwritten Rolodex card files, financial reports are prepared with pencil and calculator, word processing is a standard electric typewriter. Because the tasks are extremely manually oriented, large personnel staffs are required to do the work.

These are the results of the departmental study.

Mayoral Office

This office is word processing intensive with needs for additional capabilities. One microcomputer should replace the now-leased word processor in the office. Their word processor is in use approximately ten hours per day for preparation of the following types of documents:

Memos, notes, boilerplate letters and cards, mail list management, grant applications

A second microcomputer could serve as the word processing backup and also fulfill the stated needs of the mayor's staff. Some applications to be based on the computer are:

- a. Travel cost tracking system
- b. Graphics (report presentation)
- c. Phone and Appt scheduling
- d. Project tracking (PERT charting, activity tracking)
- e. Data Storage for tickler files, memo indexes, personal files.
- f. Mainframe access (LGFS system)
- g. Asynchronous terminal capability (CDC network access)
- h. What-if hypothesis in scheduling system

Proposal for two microcomputer systems is fiscally sound only if the current word processor is displaced. Payback period for two computers would be approximate one year to eighteen months based on current cost of word processor.

Data Processing Dept

The data processing department would be the central point of control for microcomputer distribution and support. It is suggested that this department perform testing and verification of software. Data processing should also be responsible for policy and standards regarding equipment, training, maintenance, and software acquisition. In addition to the support role, needs that surfaced in this department include:

- a. Financial planning (Budgetary)
- b. Data Processing Supplies inventory/ordering
- c. Data Storage of computer usage statistics
- d. Job Accounting verification
- e. Project control/ Management reporting

- f. Preparation of Documentation/Procedures/Schedules
- g. Support of other business computers (technical assistance, software development assistance)

Parks & Recreation

State Street Office

The entire parks department administrative system is manual and labor intensive. The manual control and tracking of the park system and the manual preparation of reports for various recipients consumes a disproportionate amount of time each month and requires a five-person staff to maintain the current service level. This office expressed needs for a microcomputer to accomplish the following tasks.

- a. Mainframe financial system access
- b. Park building reservations
- c. Ball diamond allocation
- d. Parks attendance/usage statistics
- e. Breakdown of cost figures for utilities, maintenance, taxes, etc.
- f. Gasoline reporting, gasoline tickets, mileage recording
- g. Property inventory
- h. Tracking capital improvements
- i. Five-year planning on word processing
- j. System to monitor/control recovery plan programs
- k. File for ratings/state of repair of for 160 park buildings
- l. Forms preparation of federal programs
- m. Record neighborhood surveys of needs/desires for park & recreation facilities (storage of block-by-block census data)

Lawton Park Office

This office has a great need for an automated record-keeping system. The park equipment, supplies, vehicle assignments etc. are handled out of this office. Once the files are established, half-day availability of the computer system should handle the needs. Several of the recordkeeping functions are as follow:

- a. Equipment inventory (125 motor vehicles)
- b. Vehicle maintenance scheduling
- c. Inventory of all park equipment & tools
- d. Inventory and identification of city trees
- e. Tie vehicle costs to cost centers
- f. Inventory/reorder system for automotive supplies/janitorial supplies
- g. Automate turnover, usage, and spoilage levels of supplies

Senior Citizen Center

Federal reporting requirements place a severe burden on the resources of the center. About 2500 citizens participate at the center with growth to possibly 3000 by year-end. Volunteers are used extensively to perform some reporting or record keeping function due to the heavy load on office staff. This is expected to worsen as funding for fulltime staff members becomes exhausted. Volunteers numbering 200-300 provide their time to the center, but they also add to the reporting burden. Current records system is completely manual and is composed of various card files. Most of the office hours are spent maintaining different kinds of information on participants and volunteers, ie. attendance records, type of program involvement, meals consumed, volunteer hours etc. A critical problem is that time spent maintaining this manual system directly steals time from management of the center. A computer system would be used for the following tasks:

- a. Title III & Title XX data preparation for all participants over 60 years old
- b. Time keeping of volunteers by department/hours for monthly reporting
- c. Monthly breakdown of participants by programs/meals consumed
- d. Inventory & equipment tracking/control
- e. Qtrly reporting to Federal government of participants by programs; maintain cumulative data for annual reporting
- f. Use word processing to reduce the current five-hour per day typing level
- g. Prepare mailing labels for newsletters (2000 mo) that are now typed
- h. Maintain the revenues/expenses of various trusts setup to fund certain activities
- i. Prepare the monthly newsletter on the word processing system instead of a typewriter. This currently can take as long as three days to create.

Citizens Advocate Office

This office currently works under an imposed two-week timeframe to provide a written response to citizen complaints and grievances. The work is somewhat automated now by use of the mainframe system for recording the complaints and logging how it was answered. The actual letter and envelopes are prepared by the Technical Services group. The needs of the area are heavily word processing oriented.

- a. The department handles 325-400 complaints and inquiries per month
- b. The department maintains mailing lists of 2000-5000 addresses. Some smaller lists could be handled within the department
- c. The department creates about five 40-page reports per week and pays another department \$11.00 to print them
- d. Large amount of typing is redundant because there is no means of retaining previously prepared materials

Community Development & Planning

A survey by a computer vendor revealed that CD & P has the heaviest word processing usage of any of the city departments. The department has an older IBM word processor on lease (\$363/mo) but have no printing capability. There is a need for data storage/retrieval to maintain information for various programs and projects. The department is currently using external database services and wish to use the microcomputer to work with data retrieved from the data bases. Some stated needs from the department are:

File management needs

- a. Monitor & control four HANDS programs
- b. Fiscal management of grants, revenues, costs involved with various ongoing projects
- c. Project management; completion targets, bids, developmental status
- d. Vacant land inventory
- e. Capital improvement data, industrial site data
- f. Program targeting
- g. Work program performance
- h. Extensive needs for census indices to monitor characteristics of neighborhoods
- i. Statistical analysis programs
- j. Electronic spreadsheet for planning needs

Future development of land use information system on 55 square miles of city area

Word Processing

- a. Subarea reports, Construction in Progress reports
- b. Plan Commission - ordinances, resolutions, amendments
- c. Comprehensive Plan
- d. HANDS reports
- e. Community development material
- f. Housing data books, General data books

Community Redevelopment

The Community Redevelopment department has needs for data storage/retrieval system and word processing capability. The department has compiled extensive land use survey of 700 land parcels in downtown area. One need of the department is to store this information electronically for ease of updating and reporting. Other departmental needs are:

- a. Accounting software. Currently a full day per month is spent preparing accounting reports
- b. Word processing capability to prepare bid specifications. Bid specs typically require about 50 pages of typing and can require up to one week of preparation. One person staff is responsible for typing duties
- c. Electronic spreadsheet useful for projecting project cost vs. paid project costs. Useful for expense monitoring
- d. Storage and tabulation of bid information

Personnel Department

This department has extensive word processing needs and a small-scale personnel management system to handle summer employment programs. A breakdown of departmental needs are:

- a. Word Processing (currently 12hrs/day typing requirement)
 - 1. Labor agreements for nine bargaining entities(40-100 pages per agreement)
 - 2. Layoff/Recall letters
 - 3. Grievance responses
 - 4. Performance evaluations/profiles for employees
 - 5. Job evaluations/salary surveys
 - 6. Salary ordinances/policy changes from year to year
 - 7. Affirmative action/EEOC reports
 - 8. Minutes and results of arbitration meetings and Metro Human Relations meetings
- b. Financial modelling to use in labor negotiations to quickly ascertain fiscal impact of potential labor agreements
- c. Summer job programs require extensive control and tracking of hired personnel (presently done completely manually)

City Utilities Operations

- a. Heavy word processing needs (currently heavy usage of tech services department for document preparation)
- b. Electronic spreadsheet for scheduling, budget calculations
- c. Appointment and meeting scheduling
- d. Mainframe access for data query and retrieval. Data could be used for local processing on micro.
- e. Data management system to index documents, memos for rapid retrieval

Customer Services

- a. Word processing
 - 1. Boilerplates for legal (small claims, liens, and negotiations). Forty or more claims per month.
 - 2. Licenses for sewer contractors; need tickler file setup

Street Department

- a. Project tracking and accounting entries for budget chargeout
- b. Personnel scheduling/job allocations/vacation scheduling for 81 street workers and temporary employees. Cardex files are primary source of information on employees.
- c. Personnel history information for job bids
- d. Small-scale personnel system to automate intensive manual payroll posting system, track sick time, personnel time off
Now require full-time person to keep track
- e. Accounting/allocation of street department vehicles and borrowed vehicles that are designated for various projects
- f. Tracking vehicle maintenance and downtime
- g. Post expenditures against budgetary levels for current balances of budget items.

(;

Future considerations:

The purchase of a color plotter should be considered for creation of presentation graphics such as overhead transparencies.

Training should be conducted by using a demonstrator to work with the trainees. If possible the training should be away from the trainees normal work area to avoid distractions and interruptions.

(

BILL NO. _____

S-83-03-33

(Amended)

Held until:
~~5-10-83~~
5-24-83

REPORT OF THE COMMITTEE ON FINANCE

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS REFERRED AN
ORDINANCE approving City Utilities Purchase Order No. A-31724 and Civil
City Purchase Order Nos. A-24883, A-24884 & A-24885 with Computerland, Inc.
for various departments within the City of Fort Wayne

HAVE HAD SAID ORDINANCE UNDER CONSIDERATION AND BEG LEAVE TO REPORT
BACK TO THE COMMON COUNCIL THAT SAID ORDINANCE DO PASS.

MARK E. GIAQUINTA, CHAIRMAN

[Signature]

JAMES S. STIER, VICE CHAIRMAN

[Signature]

JANET G. BRADBURY

[Signature]

SAMUEL J. TALARICO

[Signature]

DONALD J. SCHMIDT

[Signature]

Concurred 5-24-83

[Signature]

BILL NO. S-83-03-

33 (as amended)

SPECIAL ORDINANCE NO. S-

89-83.

AN ORDINANCE approving City Utilities Purchase Order No. A-31724 and Civil City Purchase Order Nos. A-24883, A-24884 & A-24885 with Computerland, Inc., for various departments within the City of Fort Wayne.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That City Utilities Purchase Order No. A-31724 and Civil City Purchase Order Nos. A-24883, A-24884 and A-24885, between the City of Fort Wayne, by and through City Utilities and the Civil City Purchasing Agent, and the Department of Purchasing and Computerland, Inc., respectfully, for:

the awarding of the bid with respect to the purchase of computer equipment for various departments in the City of Fort Wayne, Indiana;

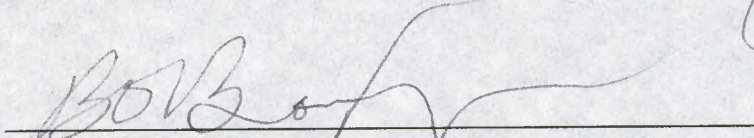
A-31724	\$33,172.70
A-24883	15,659.19
A-24884	12,788.26
A-24885	5,747.45
Total	<u>\$67,367.60</u>

involving a total cost of Sixty-Seven Thousand Three Hundred Sixty-Seven and 60/100 Dollars (\$67,367.60), all as more particularly set forth in said Purchase Orders, which are on file in the Office of the Department of Purchasing, and are by reference incorporated herein, made a part hereof, and are hereby in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage, and any and all necessary approval by the Mayor.


Councilmember

APPROVED AS TO FORM
AND LEGALITY


Bruce O. Boxberger, City Attorney

1 BILL NO. S-83-03- *33 (as amended)* ~~(as amended)~~

2 SPECIAL ORDINANCE NO. S- *89-83.*

3 AN ORDINANCE approving City Utili-
4 ties Purchase Order No. ~~A-31724~~ and
5 Civil City Purchase Order Nos.
6 ~~A-24883, A-24884 & A-24885~~ with
7 Computerland, Inc., for various
8 departments within the City of
9 Fort Wayne.

10 BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF
11 FORT WAYNE, INDIANA:

12 SECTION 1. That City Utilities Purchase Order No. ~~A-31724~~
13 and Civil City Purchase Order Nos. ~~A-24883, A-24884 and A-24885,~~
14 between the City of Fort Wayne, by and through City Utilities
15 and the Civil City Purchasing Agent, and the Department of Pur-
16 chasing and Computerland, Inc., respectfully, for:

17 *✓ the* awarding of the bid with respect to the
18 purchase of computer equipment for various
19 departments in the City of Fort Wayne, Indiana,
20 *all as set forth on Exhibit "A" attached*
21 *all as set forth on Exhibit "A" attached*
22

A-31724	\$33,172.70
A-24883	15,659.19
A-24884	12,788.26
A-24885	5,747.45

23 *hereto and made a part hereof*
24

Total	\$67,367.60
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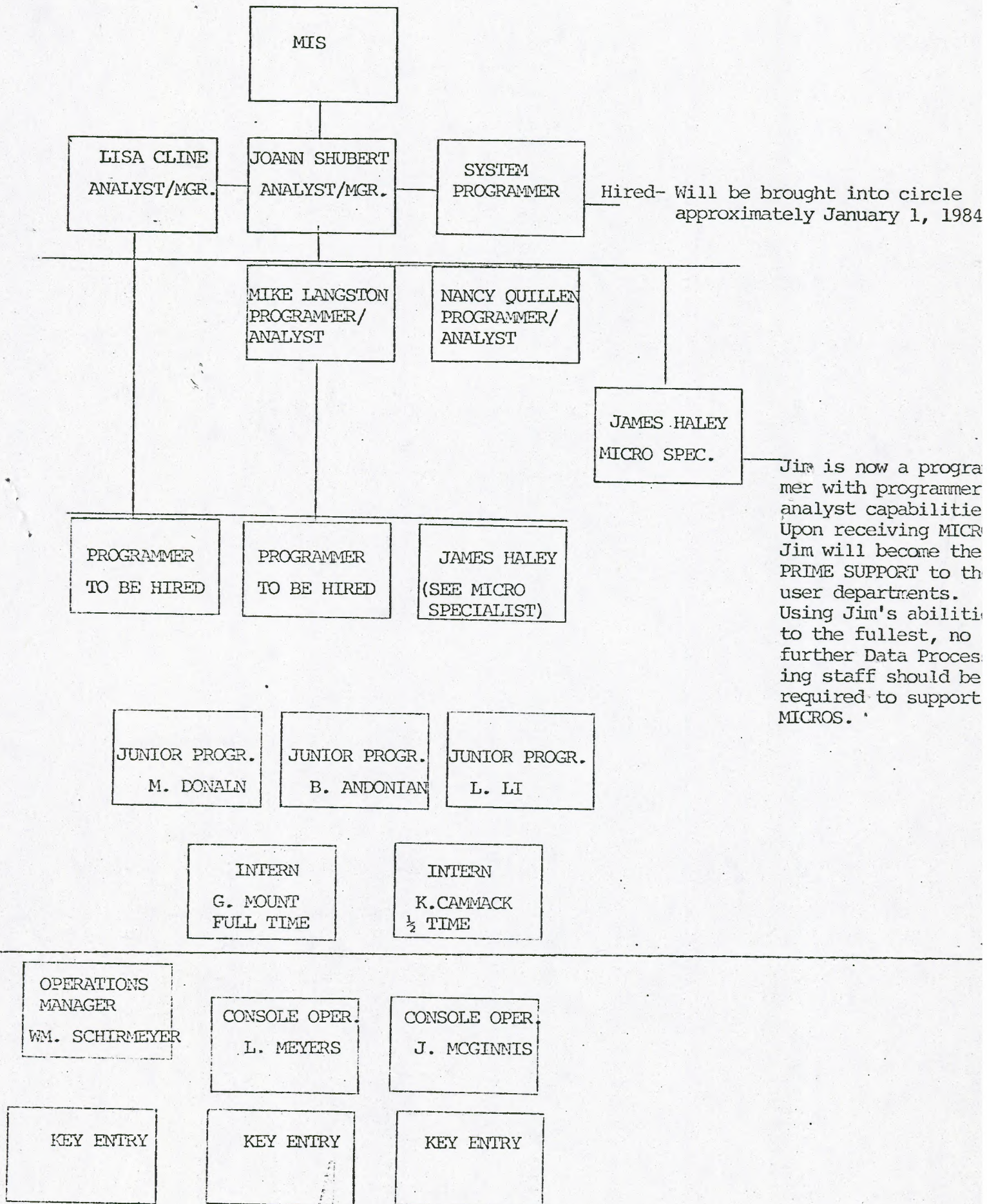
25 involving a total cost of *thirty-seven thousand forty-nine*
26 *and 22 Dollars (\$37,049.22)*
27 ~~Sixty-Seven and 60/100 Dollars (\$67,367.60)~~, all as more parti-
28 cularly set forth in said Purchase Orders, which are on file in
29 the Office of the Department of Purchasing, and are by reference
30 incorporated herein, made a part hereof, and are hereby in all
31 things ratified, confirmed and approved.

32 SECTION 2. That this Ordinance shall be in full force
33 and effect from and after its passage, and any and all necessary
34 approval by the Mayor.

[Signature]
Councilmember

31 APPROVED AS TO FORM
32 AND LEGALITY

33 *[Signature]*
34 Bruce O. Boxberger, City Attorney



DIGEST SHEET

(as amended)
J-83-03-33

TITLE OF ORDINANCE Special OrdinanceDEPARTMENT REQUESTING ORDINANCE Purchasing

SYNOPSIS OF ORDINANCE An Ordinance approving the awarding of the bid with
respect to the purchase of computer equipment for various departments in the
City of Fort Wayne, Indiana.

EFFECT OF PASSAGE The purchase of this computer equipment will increase
productivity of services by City Utilities and Civil City Departments.

EFFECT OF NON-PASSAGE The above increases will not be possible.

MONEY INVOLVED (Direct Costs, Expenditures, Savings) A-31724 - \$33,172.70,
A-24883 - \$15,659.19, A-24884 - \$12,788.26 & A-24885 - \$5,747.45

ASSIGNED TO COMMITTEE (President) _____